



TERMS OF REFERENCE

Location	Honiara, Solomon Islands
Application deadline	20 October 2021
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	21 Days over 2 Months

BACKGROUND

United Nations Development Programme (UNDP), acting as Global Environment Facility (GEF) implementing agency, is providing support to the Ministry of Environment, Climate Change, Disaster Management & Meteorology, Solomon Islands Government, rolling out the Safeguarding Solomon Islands endemic and globally threatened biodiversity and ecosystem services from key threats, particularly invasive alien species, and unsustainable land management practices (SAFE Project), Project Planning Grant Initiation.

The objective of GEF PPG is to develop the project concept into a full project: *Safeguarding Solomon Islands endemic and globally threatened biodiversity and ecosystem services from key threats, particularly invasive alien species and unsustainable land use practices (SAFE project)*, and is aiming to safeguard Solomon Islands indigenous species and ecosystems from invasive alien species, land degradation, unsustainable resource use and climate-induced risks through effective government enabling and capacity, community participation and resilient blue/green livelihoods.

The services of a national consultant is required to provide GIS mapping support to the project document development/PPG process as a good number of the sites, needed very specific maps to analyse how the Sustainable Land Management (SLM), Marine Cover, Ocean Cover and Forest Cover is required for the completion of the project document.

The National GIS Specialist will work closely with the PPG team leader and other PPG consultants in the completion of the ProDoc/CEO Endorsement package. The Consultant will be able to work with MECDM, Environmental Organisations and s/he will provide GIS and mapping support to the team.

Under the overall coordination of the International PPG Team Leader and National PPG Team Leader in consultation with the RSD Team Leader, the consultant will participate in and support the entire PPG process, research, project development and the preparation of the ProDoc/GEF CEO Endorsement Request package, providing specific inputs and expertise relevant to GIS and mapping in the demonstration land/seascapes.

The Project Preparatory Grant requires a GIS Personnel, to look at the current maps with the government and to see which sites do not have GIS Maps to create maps that would support the data analysis of the full fledged project document. The Maps will be sole property of the UNDP.

DUTIES AND RESPONSIBILITIES

Scope of Work

The consultant will prepare a work plan or a methodology of how the maps will be developed or created remotely from the project sites.

That would cover the creation of maps for the sites in which maps are required, including inputs from both the National and International SLM as well as the International and National Biodiversity and Invasive Alien Species Consultant to be signed-off by the RSD Team leader.

1) Preparatory Technical Studies and Reviews (Component A):

The National Consultant will check with Government Ministries on the GIS Maps relevant to the current requirement of the PPG Sites and develop maps for sites that does not have maps of Land, Marine, and Forest Cover.

2) Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:

- a. The GIS Consultant will review the PIF, participate in the PPG Inception workshop and provide technical advice in terms of the GIS Map analysis.
- b. The GIS Consultant will coordinate with the Team Leader and national consultants to establish a clear understanding of their GIS support needs and mapping requirements
- c. Research and prepare a summary of the existing spatial data available for the demonstration land, marine, and forest cover or seascapes relevant to the project objective, noting data type, dates, data source/ownership, resolution, limitations etc.

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):

- a. In coordination with National PPG Team Leader, prepare maps for each demonstration land/seascape, showing (final list to be agreed in conjunction with the PPG Team):
 - Geographical overview of the demonstration land/seascape
 - Boundaries
 - Administrative boundaries and centres, roads etc.
 - Settlements
 - Land use types (size and areas)
 - Land degradation (including soil maps)
 - Protected areas (with names and areas and zonation)
 - Habitat / ecosystem type distributions (and areas)
 - Target endemic species and IAS distributions
 - Key Biodiversity Areas (KBA), as well as any other international designations
- b. Build/establish a baseline GIS database for the project that can be transferred to the Project Management Unit for use during the implementation phase.

4) Validation Workshop (Component C):

- a. Contribute to the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

Expected Outputs and Deliverables

- a. The GIS Consultant is tasked to write a summary report on data availability and map album on the selected demonstration land/seascapes

- b. Overview maps and shape files of each demonstration land/seascape as required for Annex 1 of the Project Document as well as the profile report of the demonstration landscapes.
- c. GIS Database to be handed over to UNDP for use by the Project Management Unit during full project implementation and copyright of the UNDP

Expected outputs /deliverables	Payment milestones	Deadline
Western Province Maps are designed 1. Njari (Marine Cover) 2. Saeragi (Marine Cover and Land Cover Combined) 3. Kindu (Marine Cover and Land Cover Combined) 4. Nusa Roviana (Marine and Land Cover) 5. Nusa Hope (Marine Cover Alone) 6. Tetepare (Marine and Forest Conservation) 7. Zaira (Marine Cover, Forest Cover and Land Cover Combined) 8. Shortland (Marine Cover and Land Cover Combined)	40%	18 November 2021
Isabel Province 2 GIS Maps are designed 1. Isabel Province San Jorge (Tubi Forest Reserve Cover) 2. Lelegia (Tubi Forest Reserve Cover)		
Choiseul Province 3 GIS Maps are designed 1. Boboe (Tubi Forest Reserve Cover) 2. Suri (Tubi Forest Reserve Cover) 3. Siwai (Tubi Forest Reserve Cover)		
6 Maps for Malaita Province are designed 1. Ferasubua (includes Ngoliana Gwounasu, Ngorifou) – (Land and Marine Cover) 2. Funafou and Niuleni (Marine Cover) 3. Tauba (Marine Cover) 4. Masilan (Forest Cover) 5. Takwa (Land and Marine Cover) 6. Loina (Land Cover)	60%	10 December 2021
8 Maps for Temotu province are designed 1. Reef Tuwo (Land and Marine Cover) 2. Reef Ngawa and Nola (Land and Marine Cover) 3. Reef Ngandeli and Nenumbo (Land and Marine Cover) 4. Utupua (Aveta) (Land and Marine Cover) 5. Utupua (Matembo) (Land and Marine Cover) 6. Utupua (Asumbuo) (Land and Marine Cover) 7. Utupua (Tanibili) (Land and Marine Cover) 8. Utupua (Nembao) (Land and Marine Cover)		

Institutional Arrangement

The RSD Team leader will directly supervise the GIS National Consultant in consultation with PPG Team Leader and the International Team Leader. The GIS Consultant will ensure his deliverables will be checked by the PPG Team on his progress milestone before payment is paid.

The GIS Consultant will report against his milestones, he is to provide all the maps required from all the geographical sites and to

The GIS Personal is expected to consult with the National Consultants, and NGOs and INGOs that deal with Mapping to produce his outputs.

RSD will be involved in the management and implementation of the contract.

Duration of the Work

- The expected duration of work is 21 days from 25 October 2021 to 15 December 2021
- The work is to be carried out by the required date to prepare all maps for the GEF CEO Endorsement.

Duty Station

- Honiara

COMPETENCIES

- Strong interpersonal and communication skills.
- Strong analytical, reporting and writing abilities skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to plan, organize, implement, and report on work.
- Ability to work under pressure and tight deadlines.
- Comprehensiveness knowledge of GIS
- Proficiency in the use of office IT applications and internet in conducting research.
- Outstanding communication, project management and organizational skills.
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards.
- Positive, constructive attitude to work.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

A recognized degree in Geographical Information Systems (GIS) and/or Information Systems or Geography

Experience

- Excellent skills in GIS and Remote sensing
- At least 5 years of experience in providing GIS support to environmental monitoring and landscape and Sea Scape level planning
- Experience in land surveying, habitat mapping, land degradation mapping

Language requirements

- Fluency of English language is required.
- Knowledge of Pidgin would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be

incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: 40% of total contract amount.
- Deliverable 2: 60% of total contract amount.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Note: The consultant will be required to sign a statement of Good Health and present valid medical insurance coverage for the duration of assignment before commencement of work. The cost of medical insurance can be included in the financial proposal and shall be reimbursed.

Evaluation Method and Criteria:

Individual consultants will be evaluated based on the Cumulative Analysis. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/complaint/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial Score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria 1: Education Qualification 20 Points

Criteria 2: Past Work Experience in the field of GIS Mapping 30 Points

Criteria 3: Knowledge and Experience 20 Points

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Solomon Islands Dollars (SBD).

Incomplete proposals may not be considered. Please submit your proposals to procurement.sb@undp.org

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template
- For any clarification regarding this assignment please write to procurement.sb@undp.org



12-oct-2021

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Joanne Aihunu
RSD Team Leader - UNDP Solomon Islands